

AGS/RHIC OPERATIONS PROCEDURES MANUAL

3.2 Emergency Procedures to Be Implemented by the Local Emergency Coordinator

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Hand Processed Changes

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3.2 Emergency Procedures to Be Implemented By The Local Emergency Coordinator

1. Purpose

This document defines procedures to be implemented by the Local Emergency Coordinator (LEC) in the event of an emergency, as defined in reference 7.1. The purpose of this procedure is to afford all possible assurance of the:

- A. safety and well-being of personnel,
- B. implementation of the appropriate emergency procedures,
- C. prompt notification of the Department Emergency Coordinator (DEC), MCR, Fire/Rescue and other BNL personnel,
- D. maintenance of an appropriate Collider Accelerator emergency status,
- E. preservation and protection of the environment,
- F. preservation of government facilities and equipment.

2. Responsibilities

2.1 During normal working operation hours the LEC or the Alternate LEC shall be the person responsible for the respective areas. The LEC is the individual charged with the responsibility of protecting personnel, facilities and equipment in the area for which he/she is designated LEC. The LEC is also responsible for attempting to account for all personnel from the area in an emergency. It is the LEC's responsibility to alert the DEC and BNL management of hazardous and/or emergency situations and to perform other duties necessary to assure meeting the purpose of this procedure.

2.2 Each LEC will draft and distribute to the personnel working in the LEC area(s) of responsibility:

- A. a map of the area of responsibility showing an emergency assembly point, with any possible alternate assembly points;
- B. a list of facility access regulations, if such regulations are required (e.g., no smoking, eating ... areas, etc.);
- C. a list of emergency signals or alarms.

2.3 The LEC will fulfill all of the emergency responsibilities required until and unless relieved from independent action by the DEC or Incident Commander (IC). The LEC is to be informed of this transfer of responsibility at the time it occurs. At this time the LEC will assist the DEC and/or IC in fulfilling LEC and other responsibilities as deemed necessary by the DEC and/or IC.

- 2.4 During evening or night shifts when the machine is operating, the CAS Coordinator shall act as LEC for buildings in the Collider Accelerator Complex.
- 2.5 Under special, potentially hazardous circumstances, specially trained LECs are designated.
 - 2.5.1 The Cryogenic Target Watch (CTW) shall be specially trained Local Emergency advisor for the AGS cryogenic target areas.
 - 2.5.2 The Experiment Spokesperson or Shift Leader shall be LEC advisor for each experiment, and is required to see that an emergency procedure, specific to their experimental apparatus, is written. It is the responsibility of the Experiment Spokesperson/Shift Leader to assure that all personnel involved with the experimental apparatus are trained in the procedures and the procedures are posted locally. The Experiment Spokesperson/Shift Leader shall advise the LEC.
 - 2.5.3 When on shift, the Power Room Operator shall be the LEC advisor for Bldgs. 928, 929, and the 90-day Hazardous Waste Accumulation Area.
 - 2.5.4 When the Tandem van de Graaff is operating, the operator-in-charge (OIC) shall act as the LEC for building 901A.

3. Prerequisites

- 3.1 Verified Training in Reference 7.1.
- 3.2 A full understanding of geographical areas of responsibility, including location of fire extinguishers, phones, and fire alarms.
- 3.3 Full knowledge of the safety aspects and potential hazards of equipment in geographical areas of responsibility.
- 3.4 Full knowledge of all posted chemicals, solvents and potentially hazardous or flammable materials in geographical areas of responsibility.
- 3.5 Familiarity of the BNL communications network.

4. Precautions

The safety of personnel on location is of paramount importance. The LEC should avoid personal risk when performing LEC duties. The LEC should take great care to not give instructions, or be misinterpreted as giving instructions to personnel, which might place them in the way of physical harm.

NOTE:

If an emergency situation occurs that requires CAS personnel to act as LEC and CAS are securing a primary beam enclosure, then they shall abort the sweep, inform the operations Coordinator, and leave the enclosure by the nearest exit to assume LEC duties.

5. Procedures

- 5.1 Identify the nature and location of the emergency.
- 5.2 Activate the fire alarm or phone extension 2222, or 911, as appropriate.
- 5.3 Evacuate the area of uninvolved personnel.
- 5.4 Secure Equipment to emergency status
- 5.5 Establish a Command Post (CP). This should be an area near the incident scene for the assembly of emergency forces. If the Fire/Rescue Group has already responded, identify yourself to the IC and coordinate the Command Post set-up with them.
- 5.6 Ensure that the emergency call-down list has been initiated, and personnel with pertinent knowledge and skills are responding. Do not leave the Command Post without informing the DEC or IC. If possible, designate someone to verify the call-down.
- 5.7 Initiate communications with the DEC and/or personnel in the MCR and notify them of the CP, and emergency. If necessary, the DEC and/or MCR personnel will inform BNL emergency personnel of the CP location.
- 5.8 Assess the situation as thoroughly as possible regarding the nature of the emergency, possibility of containment or control, and related or proximate hazardous or flammable materials. This must not be done at the risk of personal injury.
- 5.9 Verify that the fire alarm is operative (if a fire) and, if possible, phone or otherwise

contact the Fire/Rescue Group to verify that they have been contacted.

- 5.10 Adjourn and stay at the CP and instruct the arriving DEC and/or IC and BNL emergency personnel of the:
- A. potential hazards to personnel,
 - B. nature and magnitude of the emergency, and
 - C. associated conditions, such as the existence of flammable, radioactive, or other potentially hazardous materials at the site of the incident.
- 5.11 Relinquish formal responsibility for directing the control and containment of the emergency situation to the DEC and/or IC on their arrival at the CP.
- 5.12 Stay at the CP and Assist and consult with the DEC, and/or IC, S&HS, and other BNL emergency staff in duties related to the protection of personnel, control and containment of the emergency, and the preservation of government equipment and facilities.
- 5.13 Assist others in their preparation of related reports.

6. Documentation

Chemical inventories are available on the world wide web from the S&HS home page.

7. References

- 7.1 AGS/RHIC-OPM 3.0 "Local Emergency Plan for the Collider Accelerator Department".

8. Attachments

None